

# ECMWF Copernicus Grants



## ECMWF ProContract Submission Portal - online questionnaire

### C3S NCP Call for Proposals

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# 1 ProContract – Grants General Section

## 1.1 Confirmation of understanding of documentation

### Description

You are to confirm you have read, and understood the content of our Call for Proposals/Call package:

- C3S NCP Call for Proposals 2025
- Grant Agreement Template
- Call for Proposals deadline and timeline
- Guidelines for Applicants to the C3S NCP Call for Proposals 2025
- Application Form (Annex I - Technical Description; Annex II - Budget; Annex III - Administrative Information)
- Legal Entity Form (Public Entity; Private Entity; Individual)
- COP Restrictive Measures Form
- Declaration Form for Economic Financial Capacity

### Supplier help

The following documents are held here: - C3S NCP Call for Proposals 2025; - Grant Agreement Template; - Guidelines for Applicants to the C3S NCP Call for Proposals 2025; and - Application Form (Annex I - Technical Description; Annex II - Budget; Annex III - Administrative Information).

The supporting documents: - Legal Entity Form (Public Entity; Private Entity; Individual); - COP Restrictive Measures Form; - Declaration Form for Economic Financial Capacity; are respectively held in Questions 1.3, 1.6, and 1.15.

For ease of reference, the Grant Agreement Template is also held in Question 1.4, Application Form comprises 3 questions one per each annex: Annex I - Technical Description (also held in Question 2.1); Annex II - Budget (also held in Question 2.2); and Annex III - Administrative Information (also held in Question 2.3).

## 1.2 Confirmation of mandate to represent all Participants

### Description

As the Coordinator of the project proposal, do you confirm that you have been duly mandated by all Participants involved in the Proposal - including all Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors, if applicable - to act on their behalf in all matters pertaining to this Proposal including, but not limited to, to submit responses to this questionnaire and to upload the required forms and documents on their behalf?

### Supplier help

By confirming that you are authorised to act on behalf of all Participants involved in the Proposal - including all Beneficiaries, Affiliated entities, Associated partners, and Subcontractors, if applicable - you acknowledge that all responses and submitted documents are provided on their behalf with their knowledge and consent, and that this representation is binding to them for the purposes of the grant procedure.

In case you are the only legal entity of the Proposal, please reply with YES.

### 1.3 Applicants' Legal Entity Form

#### Description

Please complete and submit the Legal Entity Form relevant to your organisation type (Public Entity; Private Entity; Individual). Please also complete and submit the Form for each of the Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors involved in the project proposal.

#### Supplier help

Please note that the Coordinator must ensure that they, together with all Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors involved in the project proposal, complete their respective Legal Identity Form. To this end, the Coordinator must: download the relevant form (attached), share it with all organisations involved in the Proposal, collect the completed forms from each entity, and upload them via the online tool. The Coordinator must also complete and upload the Legal Identity Form for their own organisation.

### 1.4 Confirmation of obligations, terms and conditions of the Grant Agreement Template

#### Description

As the Coordinator of the project proposal, please confirm agreement to the obligations, terms and conditions that are set out in the Grant Agreement Template (see document attached) that will be entered into with ECMWF in case of award of a grant with respect to your Proposal.

Please note again that you are also confirming such agreement on behalf of all Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors if involved in the Proposal.

#### Supplier help

Please note that all Beneficiaries (including any involvement of Affiliated Entities, Associated Partners, or Subcontractors) shall comply fully with all obligations, terms and conditions of the Grant Agreement to be entered into with ECMWF in case of award of a grant with respect to your project proposal. **No reservations or exceptions shall be accepted.**

### 1.5 Early Detection and Exclusion System

#### Description

Are you, or any person with powers of representation, decision-making, or control in your organisation - or in any of the Beneficiaries, Affiliated Entities, Associated Partners, or Subcontractors (if applicable) - listed in the Early Detection and Exclusion System (EDES) database?

#### Supplier help

This is a database of all bodies and individuals excluded from EU funding for various reasons: insolvent entities, final court judgements for fraud, corruption, decisions of a competent authority for grave professional misconduct, conflict of interest.

If your organisation, or any of the Beneficiaries, Affiliated Entities, Associated Partners, or Subcontractors (if applicable), or any person with powers of representation, decision-making, or control within any of these entities is listed in the database, you may submit an attachment explaining the reason for the inclusion and the measures taken to address or mitigate the underlying issues.

## 1.6 COP Restrictive Measures Form

### Description

ECMWF, as the entrusted entity for the implementation of Copernicus Atmosphere Monitoring and Climate Change Services, must ensure that any of the grant applicants, Beneficiaries, Affiliated Entities, and Subcontractors are not included in the list of EU Restrictive Measures. Consequently, the Coordinator must ensure that none of Beneficiaries, Affiliated Entities, Associated Partners, Subcontractors, natural persons are included in the lists of EU Restrictive Measures. This requirement is specifically detailed in Clauses 5.6, 9.3.2, 18.3.3, 18.3.4 and 21.2.1 of the Grant Agreement Template.

ECMWF requires that the attached form is completed and returned by all the grant applicants (Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors) who are submitting project proposals for ECMWF Copernicus grants opportunities.

### Supplier help

Please note that the Coordinator must ensure that they, together with all Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors involved in the project proposal, complete the COP Restrictive Measures Form.

Additional information and guidance with regards to COP Restrictive Measures is provided in the introductory section of the document.

## 1.7 EU Conditionality Measures

### Description

Are you or any of the Beneficiaries, Affiliated Entities, Associate Partners, and Subcontractors involved in the project proposal that would participate and receive payment in connection with the Proposal funded by the ECMWF in this Call for Proposals affected by the EU Conditionality Measures?

### Supplier help

Conditionality measures are additional protections for the EU budget introduced in 2021 to address breaches of the rule of law principles affecting or risk affecting EU financial interests.

Conditionality measures may be put in place in the context of the general regime of conditionality for the protection of the EU budget established by Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget.

This conditionality regime allows the EU to take measures – for example suspension of payments, suspension of implementation, termination or prohibitions on entering into new legal commitments with concerned entities – to protect the EU budget.

ECMWF, as the entrusted entity for the implementation of Copernicus Atmosphere Monitoring and Climate Change Services, is required to ensure the applicable conditionality measures are duly applied.

Further requirements with respect to conditionality measures are detailed in Clauses 5.6, 6.3(a)(x), 18.4, 21.2.1, 29.1.1(c), 29.2.6, 30.2.1(c), 30.2.2.5, 31.3.1(m) and 31.3.2.5 of the Grant Agreement Template.

## 1.8 Organisation solvency

### Description

Please confirm that your organisation as well as any of the Beneficiaries, Affiliated Entities, Associate Partners, and Subcontractors involved in the project proposal, are not bankrupt or being wound up, nor having their affairs administered by a court, nor have they entered into an arrangement with creditors, nor suspended business activities, nor are they subject of proceedings concerning those matters, nor are they in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

## 1.9 Professional conduct

### Description

Please confirm that no person having powers of representation, decision-making or control within your organisation - nor within any of the Beneficiaries, Affiliated Entities, Associated Partners, or Subcontractors involved in the project proposal - has been convicted of an offence concerning their professional conduct by a judgment of a competent authority of an EU Member State or ECMWF Member State which has the force of res judicata?

### Supplier help

For an up to date list of EU Member States please visit: [https://european-union.europa.eu/principles-countries-history/eu-countries\\_en](https://european-union.europa.eu/principles-countries-history/eu-countries_en)

For an up to date list of ECMWF Member States please visit: <http://www.ecmwf.int/en/about/who-we-are/member-states>

## 1.10 Compliance with obligations - Payment of social security contributions and taxes

### Description

Please confirm that your organisation as well as any of the Beneficiaries, Affiliated Entities, Associate Partners, and Subcontractors involved in the project proposal, are in compliance with all their obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions (1) of the country in which they are established, (2) with those of the host country of the ECMWF and (3) with those of the country where the project will be executed.

## 1.11 Compliance with obligations - administrative penalties for misrepresenting information

### Description

Please confirm that neither your organisation nor any of the Beneficiaries, Affiliated Entities, Associated Partners, or Subcontractors involved in the project proposal nor persons having powers of representation, decision making or control over any of these organisations have been previously subject to an administrative penalty for misrepresenting the information required by ECMWF as a condition of participation in a grant award procedure or another procurement procedure or for failing to supply such information, or having been declared to be in serious breach of their obligations under contracts or grants covered by the European Union's budget?

## 1.12 Compliance with obligations - fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity

### Description

Please confirm that neither your organisation nor any of the Beneficiaries, Affiliated Entities, Associated Partners, or Subcontractors involved in the project proposal, nor any persons having powers of representation, decision-making or control over any of these organisations have been the

subject of a judgement which has the force of res judicata and concerns fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the European Union's financial interests?

### 1.13 Provision of contracts or implementation of grants

#### Description

Has your organisation as well as any of the Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors involved in the project proposal, been involved in the provision of any contract for goods and services or the implementation of any grant in the last 3 years, where the contract or grant has been terminated or payment has been withheld because of unsatisfactory performance?

#### Supplier help

If "Yes" please provide details regarding the circumstances of the termination/withholding of payment and details of any remedial action that was carried out as a result of the termination/withholding of payment

### 1.14 Confirmation of non-misrepresentation of information provided in response to this Call for Proposals

#### Description

As the Coordinator of the project proposal, can you confirm that you have not misrepresented any of the information you have entered and questions you have answered in response to this Call for Proposals and that all your answers are true and accurate to the best of your ability and understanding?

Please note that you are also confirming on behalf of all grant Beneficiaries, Affiliated Entities, Associated Partners, and Subcontractors if involved in the Proposal.

### 1.15 Declaration Form for Economic and Financial Capacity

#### Description

As part of their due diligence checks when running a grant procedure, ECMWF undertakes a review of the financial standing of potential grant Beneficiaries and Affiliated Entities. To this end, potential grant Beneficiaries and Affiliated Entities are requested to complete Section 2 of this spreadsheet (see form attached). This information is taken on face value, with a subsequent verification check only undertaken with potential grant Beneficiaries and Affiliated Entities whose project proposal has been recommended for funding. Section 3 does not need to be completed at this stage and is included for information purposes only.

#### Supplier help

Please note that the Coordinator must ensure that they, together with all Beneficiaries and Affiliated Entities involved in the project proposal, complete each the respective Declaration Form for Economic and Financial Capacity. To this end, the Coordinator must: download the relevant form (attached), share it with all Beneficiaries and Affiliated Entities involved in the Proposal, collect the completed forms from each entity, and upload them via the online tool. The Coordinator must also complete and upload the Declaration Form for Economic and Financial Capacity. for their own organisation.

Additional information and guidance with regards to Declaration Form for Economic and Financial Capacity is provided in the introduction section of the document.

### 1.16 Letter of Support

Letter of support, from relevant end users/other entities, may be required, as specified under each Action (see Call for Proposals document, specifically in the sections related to the Actions). Where required, the Coordinator shall upload the relevant Letter(s) of Support.

Please note that ECMWF does not provide a template for this letter.

## 2 ProContract – Grants Evaluation Section

### 2.1 Annex I - Technical Description

#### **Description**

As Coordinator, you are required to download the Annex I – Technical Description template attached to this question, complete it with your project details, and upload the filled-in version in the designated field before the submission deadline.

### 2.2 Annex II - Estimated Budget

#### **Description**

As Coordinator, you are required to download the Annex II – Estimated Budget template attached to this question, complete it with your project details, and upload the filled-in version in the designated field before the submission deadline.

### 2.3 Annex III - Administrative Information

#### **Description**

As Coordinator, you are required to download the Annex III – Administrative Information template attached to this question, complete it with your project details, and upload the filled-in version in the designated field before the submission deadline.